



COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010
(213) 738-2222 FAX (213) 637-0820

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

March 4, 2008

To: Department Heads

From: Michael J. Henry
Director of Personnel

Subject: **COMMUNITY-BASED ENTERPRISE EDUCATION PROGRAM
(C-BEEP) DEPARTMENTAL ORIENTATION**

The Department of Human Resources, through its Community-Based Enterprise Education Program (C-BEEP), continues to coordinate the recruitment of unpaid student interns for placement within County departments. During FY 2006-07, C-BEEP interns contributed over 13,000 valuable hours on various County projects. This is over \$143, 000 in savings at our current Student Professional Worker I rates! For your convenience, enclosed is the C-BEEP brochure which describes the program.

During FY 2006-07, over 200 students participated in C-BEEP. Currently we have 115 students enthusiastically contributing to the betterment of the departments and residents of Los Angeles County. The students have gained insight into civil service and have had an opportunity to acquire "real" work experience in their chosen field of study. For example, a C-BEEP student working with Public Health-Office of Women's Health assisted with the planning and promotion of the 2007 Women's Health Policy Summit and contributed to their official newsletter. The Sheriff's Department has just created a dietetic rotation project within the Food Services Unit of its Twin Towers Facility and has three (3) California State University, Los Angeles students scheduled to begin during the spring quarter.

It is imperative that all project supervisors are aware of personnel policies and procedures when interacting with interns. In an effort to discuss various topics of C-BEEP, an orientation meeting has been scheduled for Monday, March 31, 2008 from 10:00 to 11:00 a.m. All C-BEEP Departmental Coordinators or Departmental Human Resources Managers should attend this meeting. The meeting will be held in the 10th Floor Executive Conference Room at 3333 Wilshire Boulevard, Suite 1000, Los Angeles, CA 90010.

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We appreciate your attendance and participation as we continue to strive towards providing our C-BEEP students and our departments with a mutually beneficial experience.

If your department has not identified a Departmental Coordinator, I have attached a Departmental Coordinator Designation Form for your convenience. Please have your staff contact Jean Nicolas to R.S.V.P. at (213) 639-6352 or via e-mail at jnicolas@hr.lacounty.gov by March 21st to confirm their attendance.

Parking is available in the lot under the building; please have your staff bring their parking ticket with them so it may be validated. (The entrance into the garage is off Catalina Street.) Thank you for your continued support and participation.

MJH:STS
SWB:ag

Attachments

- c: Each Supervisor
 - Deputy Chief Executive Officers
 - Departmental Human Resources Managers
 - C-BEEP Departmental Coordinators



COMMUNITY-BASED ENTERPRISE EDUCATION PROGRAM (C-BEEP)

Departmental Coordinator Designation:

The following individual has been designated as the departmental coordinator for participation in the Community-Based Enterprise Education Program:

Name:	
County Department:	
Division:	
Address:	
Telephone No:	Fax No:
E-mail:	

Briefly describe which County locations your department could best utilize interns, e.g., San Fernando Valley, Downtown, South Bay, etc.

Please fax this form by _____ for consideration of early internship fairs to:

Department of Human Resources
3333 Wilshire Blvd., Suite 1000
Los Angeles, CA 90010
(213) 639-0940 FAX
Attn: C-BEEP Staff

'It is important for competitive purposes to complete an internship. I didn't fully understand the complexity of the Department of Health Services or the size of the County. Before C-BEEP, I thought only of private industry.'

— C-BEEP Intern, Biology Major

Role of the Intern

Having accepted an internship opportunity, each intern is required to:

- Provide proof of enrollment as a junior, senior or graduate student in good academic standing at a partner college/university.
- Contact designated faculty members regarding the completion of necessary educational requirements to receive credit.
- Attend a mandatory C-BEEP orientation session with DHR prior to beginning the internship.
- Complete all DHR paperwork before starting the internship.
- Follow all County departmental policies and procedures.
- Notify the County department if ill or unable to work as scheduled.
- Complete a program evaluation at the time of the site visit.

For a complete listing of internship opportunities, visit the DHR Web site at:

<http://dhr.lacounty.info>

and click on Internship Opportunities.

Role of the University

The role played by each university is determined by its administration. However, the following will generally apply:

- Inform and encourage faculty members to participate.
- Host a campus-wide internship fair.
- Assist in publicizing the program.

For an intern to receive academic credit, each university must determine the number of work hours required each week and in total.

Liability

Interns are considered volunteers and must complete DHR's "Intern Record" and "Intern Assignment Responsibilities" forms. These forms will qualify interns for "volunteer insurance."

For liability purposes, it is imperative that departments not allow students to begin their internships until after DHR's orientation session and all related paperwork has been submitted.

The County's Volunteer Insurance Program provides limited coverage should an incident occur during the course of performing assigned duties. Coverage includes medical expenses due to injury, death and dismemberment. Detailed information will be provided to each intern at the C-BEEP orientation session.



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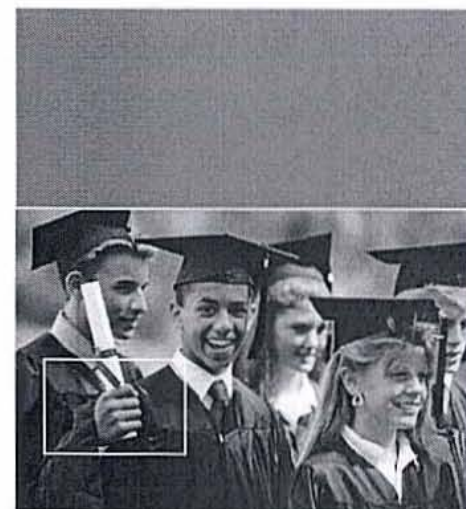
Michael J. Henry
Director of Personnel

3333 Wilshire Boulevard, Suite 1000
Los Angeles, CA 90010
(213) 639-6352

<http://dhr.lacounty.info>
interns@lacdhr.org



The County of Los Angeles is an equal opportunity employer and, upon request, will provide reasonable accommodations for qualified individuals with disabilities.



C-BEEP INTERNSHIPS

Community-Based
Enterprise
Education
Program

C-BEEP Internship Program

The County of Los Angeles' Community-Based Enterprise Education Program (C-BEEP) was unanimously adopted by the County's Board of Supervisors in 1996, and is administered by the County's Department of Human Resources, under the direction of Michael J. Henry. Qualified students are placed as interns in County departments to conduct research projects and perform job assignments.

The purpose of C-BEEP is threefold:

- to broaden a student's understanding of civil service and the role that local government plays in the betterment of community life;
- to prepare students to enter the workforce; and
- to afford County departments the opportunity to continue to provide quality service to the County's vast population.

C-BEEP is a unique program, combining volunteerism, education, job experience and government service. The County benefits from the work, enthusiasm and "fresh ideas" of students. Interns, who are the major benefactors of the program, gain insight into civil service and are offered an opportunity to apply their specific field of study in a "real" work environment, while earning college credits.

Universities have the opportunity to offer their students "on the job" training with a non-classroom assignment.



County of Los Angeles Department of Human Resources

The Department of Human Resources (DHR) administers C-BEEP and specifically:

- Serves as liaison between the County, universities and students.
- Attends career/internship fairs to recruit interns.
- Prescreens candidates to ensure their eligibility for C-BEEP.
- Maintains and updates a master file of County internship opportunities.
- Coordinates and notifies County departments of internship fairs.
- Tracks C-BEEP interns, using an internal database program.
- Conducts bi-weekly orientation sessions each semester/quarter.
- Conducts work site visits to gain feedback from students.
- Collects evaluation forms from program participants.
- Audits internship records to ensure compliance with program requirements.
- Monitors productivity gains, cost savings and/or enhanced County services.

'Students are able to learn how local government works, and in turn, the County benefits from their participation. C-BEEP is a unique opportunity for interns to gain meaningful work experience within their specific fields of study, which will make them more competitive in the workforce.'

— **Michael J. Henry**
Director of Personnel
County of Los Angeles

County Departments

County departments agree to:

- Designate a departmental coordinator to serve as liaison with DHR.
- Attend career/internship fairs to recruit interns.
- Develop quality projects and assignments that afford meaningful work experience.
- Notify DHR of students who accept internships.
- Select, supervise and evaluate interns.
- Provide interns with office space, parking and equipment to perform their assignment.
- Notify their departmental volunteer coordinator of hours worked by interns.
- Provide copies of final work product to DHR.
- Complete intern evaluation forms provided by DHR at the semester's end.

County of Los Angeles Strategic Plan



County Vision

Our **purpose** is to improve the quality of life in Los Angeles County by providing responsive, efficient and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families, businesses and communities.

Our **philosophy** of teamwork and collaboration is anchored in our **shared values**:

- **A can-do attitude** – we approach each challenge believing that, together, a solution can be achieved.
- **Accountability** – we accept responsibility for the decisions we make and the actions we take.
- **Compassion** – we treat those we serve and each other in a kind and caring manner.
- **Commitment** – we always go the extra mile to achieve our mission.
- **Integrity** – we act consistent with our values.
- **Professionalism** – we perform to a high standard of excellence.
- **Respect for diversity** – we value the uniqueness of every individual and their perspective.
- **Responsiveness** – we take the action needed in a timely manner.

Our **position** as the premier organization for those working in the public interest is established by:

- A capability to undertake programs that have public value.
- An aspiration to be recognized through our achievements as the model for civic innovation; and a pledge to always work to earn the public trust.

County Mission

To enrich lives through effective and caring service

Strategic Plan Goals

- | | |
|---------------------------------|--------------------------------------|
| 1. Service Excellence | 5. Children and Families' Well-Being |
| 2. Workforce Excellence | 6. Community Services |
| 3. Organizational Effectiveness | 7. Health and Mental Health |
| 4. Fiscal Responsibility | 8. Public Safety |

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